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Number 10

RCFTS NEWS

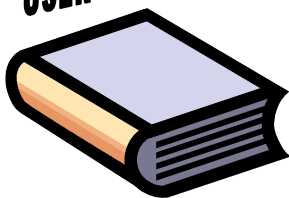
Happy Easter



This is the tenth issue of the RCFTS News. We hope it is helpful, informative and of interest to you.

The RCFTS newsletter, Coordinators List, and Users Guide can be obtained at internet address www.usda.gov/rus/water/rcfts.htm. Contact anyone on the SRB if you experience difficulties in pulling down the newsletter from the internet site and we will be glad to either mail or fax a copy to your state.

USER'S GUIDE



The new RCFTS User's Guides dated 3/00 have been completed and distributed. A limited supply of User's Guides (revision 3/00) are being sent to the St. Louis warehouse. If you have not received your copy please inform your state RCFTS Coordinator and they can contact

Andrea or Robin. You can also download it from the RCFTS website shown above or, on a limited basis, requisition them from the St. Louis warehouse.

We are working on further changes/revisions to the User's Guide, which include the revamping of the audit screen as well as CF's interim tracking of the new RCDI grants. Many of you have helped us in identifying corrections to the 3/00 version, which will also be included in the update. Once the changes are completed (hopefully in early May) we will post them on the web and send the Coordinator's an email letting them know they are there.

Thanks for your patience as we continue to hone this new process.



WEB FOCUS:

The three scheduled Web FOCUS training sessions have been completed. For those who attended these first sessions, we appreciated your patience as we worked out the kinks of the training. We are in the process of redoing the lesson plans to incorporate additional information and fill in some holes.

When this is complete (very soon) we will post the PowerPoint presentation on the Web. You will be able to download it along with the exercises. For those needing to do training, it should provide all that you need. For those wanting to learn Web FOCUS, it will hopefully be detailed enough that you can follow it without much confusion.



For those still not having access to the system, you should email Robin your FOCUS ID. To give you a "heads-up," St. Louis is very quickly converting ALL of the native FOCUS RCFTS canned reports over to Web FOCUS. Shortly after they have completed that task the canned reports in native FOCUS will be deleted.



These reports are constantly being changed and revised as RCFTS changes or errors are detected. It is very costly and time consuming to maintain duplicate reports. So please get in Web FOCUS and become familiar with the new system. You may want to demo the new canned report system to your program manager also. Don't worry about your Ad Hoc reports in native FOCUS. We have no timeframe yet for removing access to them.

If you have any questions, please contact Andrea or Robin.

**RFA UPDATES**

- ❖ The Special Initiative Code field on the CP08 Screen has now been corrected. It will now let you delete codes if you make a mistake or need to

make a change. If there are any further problems with this field, please contact Robin or Andrea.

- ❖ The loan number should now be displayed on the CP1A Screen (interest rate history screen for variable rate guaranteed loans.)

- ❖ All Fund Code 57 records have been successfully converted to Fund Code 61. Ultimate recipient information should have been retained when the conversion occurred. If there are any problem, please notify Sylvia or Diane immediately.



- ❖ The CP04 Screen has been redesigned to accept only two audit lines. The format is the same except that now the audit lines are generic. In other words, you will track both RD and A-133 audits on the same two lines, identifying them by type with either a "1" (A-133) or a "2" (RD). After two successive audits are recorded, it will become necessary to "toggle" back to the top line and overwrite the oldest audit information with the most recent. The next audit received will overwrite the bottom line, the next audit received will overwrite the top line, etc., etc., etc. --- ad infinitum. The National Office previously provided each state with a list of borrowers' audit information as it appeared prior to the change from three to two audit lines. States should be able to reconstruct the audit information, should it be necessary, from this list.



- ❖ New status codes have been added to FOCUS reports. THESE CODES ARE NOT IN THE REVISED USERS GUIDES DATED MARCH 2000!!! Below is a list of the status codes, along with the FOCUS file(s) they affect:

| <u>Code</u> | <u>File</u> |
|------------------------|-------------|
| 147-Appeal in Process | RCCP |
| 220-Documents Required | RCBI |
| 247-Appeal in Process | RCCP & RCBI |

The definitions have changed for the status codes indicated below. **SOME, BUT NOT ALL, OF THESE CHANGES HAVE BEEN MADE TO THE REVISED USERS GUIDES DATED MARCH 2000!!!**

| STATUS CODE | DEFINITION |
|---------------------------|--|
| 230 - Suspense | Complete application, eligibility determined. Processing suspended due to lack of funds to obligate. This is to be used for applications to be funded from the State's allocation within the next 12 months. |
| 231 - Suspense | Processing suspended by RD due to apparent lack of interest by the applicant <u>or</u> borrower eligible but it appears other public funding is available. |
| 247 - Appeal in Process | An appeal was filed at the application stage and is in process. |
| 351 - Obligated/Withdrawn | Funds have been obligated but loan/grant/guaranteed request has been cancelled or withdrawn. No further activity expected. Full deobligation. |

- ❖ Screen BI57, "Joint Funding & Loan Information," has been modified to automatically calculate the jobs created and saved information in the total field. After entering the jobs information, press the enter key and the total will appear.



- ❖ Status Code 405 has been added to the selection criteria when generating the CP01D Report "Warranty Inspection/District Director Reports Due." The report will now accommodate grants which are in this status.

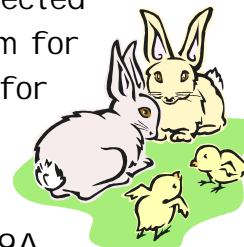
Multi-Program Related Issues



- ❖ Report 7-Collection Report/Payments Due:

This report does not provide the names of those borrowers with accounts in an "interest only" stage. When RD provides funds for interim financing, the note/bond is submitted to Finance Office to process the loan closing. In most cases the payment is deferred one or two years, then the monthly

installment is due 30 days following the deferment. Finance Office recognizes the installment as monthly, not annually. There is no monthly installment placed on the system until it is due (after deferment period), therefore the monthly installment indicates "0" and is not reflected on the report. Also, the interest only installment will not be reflected on the report. You should set up a manual monitoring system for those accounts in which RD provides multiple advances for construction in order to monitor interest only installments.



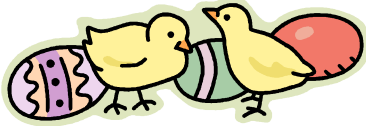
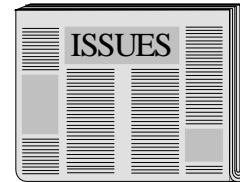
- ❖ The ultimate recipients shown on Screens CP9A and BI 9A are listed in descending order by the date the funds were advanced (i.e., "94," "95," "96," etc.). However, fiscal year 2000 ("00") dates are appearing at the top of the records rather than falling sequentially after fiscal year 1999 ("99"). This is something we will just have to live with, but we wanted to make you aware of the situation.
- ❖ There are nineteen instances of financing statements available on Screens CP07 and CP7B. In order to track all of these instances, there are therefore nineteen instances of FOCUS data elements. Screen CP07 accommodates "DTFINSTA" through "DTFINSTJ"; Screen CP7B, the overflow screen, accommodates "DTFINSTK" through "DTFINSTS." These alpha characters ("A," "B," "C," etc.) will appear on FOCUS Report CP1B, "Financing Statements Due," and should correspond to the line in RCFTS on which the data is entered.
- ❖ Some of you may have experienced problems generating data when writing an AD HOC report for FY2000 information (10/01/99 to present). The system doesn't sort or compare dates because of the transition from year "99" to "00." However, there is a way to get your data – use Smart Dates.



Under the "Change Screen" option on the FOCUS Main Menu, there is an explanation on how to use Smart Dates when writing an AD HOC report. Smart dates have several formats and can be easily defined by coding a define statement in your FOCEXEC. There are also a couple of examples showing the define and use of smart dates. All of the canned reports should be running correctly; however, you may want to check your FOCEXECs to be sure you are getting the right output from your reports.



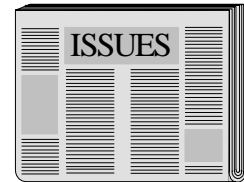
RURAL UTILITIES SERVICE



Refer to multi-program issues.

If you have any questions, contact Robin Pulkkinen in the National Office.

RURAL HOUSING SERVICE



RURAL COMMUNITY DEVELOPMENT INITIATIVE (RCDI)

Congress created the RCDI in Fiscal Year 2000 with an appropriation of \$6 million under the Rural Community Advancement Program (RCAP). This grant program is being administered by Community Programs. The Notice of Funds Availability for RCDI was published in the Federal Register (March 17, 2000). It is also posted on the RCDI website which can be accessed from the Rural Housing Service website or by using the actual address:
www.rurdev.usda.gov/rhs/rcdi/index.htm

Please access the above website for additional information regarding this new grant program. Obligor grants and issuing disbursements for RCDI will be a manual accounting process. **The Type of Assistance (TOA) Code will be 294.**

RCFTS has already been updated to accept this TOA code. The following 3 NAI CS codes should be used as well (whichever is applicable):

- 000008 RCDI - Technical Assistance (Housing)
- 000009 RCDI - Technical Assistance (Community Facilities)
- 000010 RCDI - Technical Assistance (Economic Development)



There will be a new unit code "60" added to the above 3 NAI CS codes which is "Total of Ultimate Recipients". Please fill in this field. The Fund code will be "00" and the Source of Funds code will be "G" (*) which is a grant.

You will need to fill out the CP9A screen, "Ultimate Recipients", as well. Please list ALL recipients regardless if includes pass through money. If the recipient you list does not include pass through money than leave the amount field blank and continue with the rest. This will be used mainly for reporting by name of the all ultimate recipients as well as which ones receive pass through money and which ones do not. So please try to be as accurate as possible.



(*) We have written an RFA for this new grant program that will allow you to access the CP9A screen by the TOA - 294. However, this will take some time. So in the interim please use Source of Funds Code "G" so that you can access the CP9A screen for now. This will not mix these grants in with the REDLG programs. You can still pull reports by the TOA code to access only the programs you are looking for. Once this RFA has been completed you can go back into RCFTS and change all the Source of Funds Codes to "0" instead of "G" for all RCDI grant applications you have entered. We will let you know when this has been accomplished.



Please watch in future newsletters for further tracking information, etc. once these grant applications are awarded.

If you have any questions, contact Andrea Barnett in the National Office.

RURAL BUSINESS SERVICE



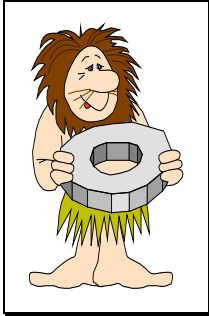
RURAL BUSINESS OPPORTUNITY GRANTS:

The following NAI CS code has been developed for the RBOG Program:

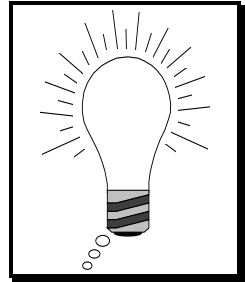
925120 - Administration of Urban Planning and Community and Rural Development

Please use this NAICS code when entering RBOGs into RCFTS.

If you have any questions, contact Sylvia Neal in the National Office.



If you have any questions, problems or suggestions, please notify a RCFTS System Review Board (SRB) member listed below. Your input could be invaluable.



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